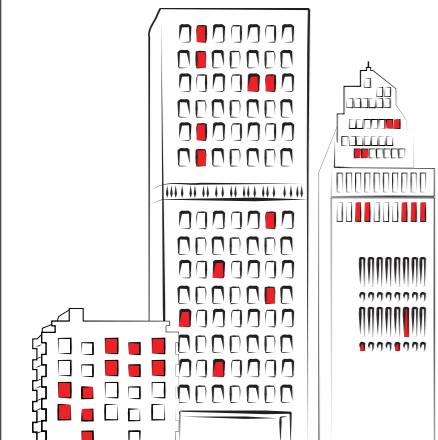


Preparing YOUR CV

David Jepson
Jepson Holt

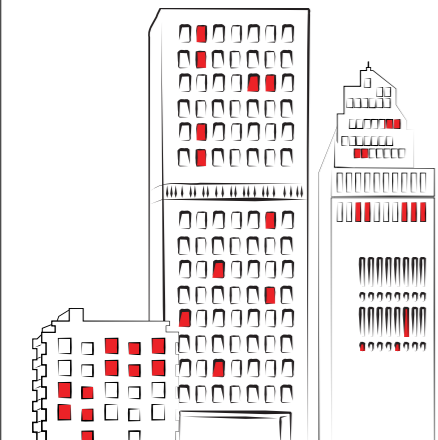


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There is no perfect standard CV

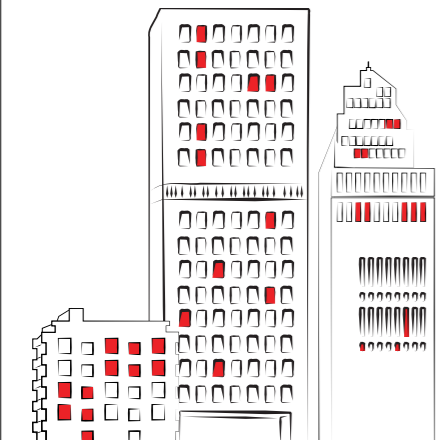
- Must be targeted to specific job/career area
- Clearly laid out
- Informative, but concise
- **SPELLING** (American spelling)



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- A graduate CV should be two pages long.
- Career history one page
 - Second page to show you as a well rounded individual.
 - A CV provides a first impression of not just your work experience, but also your character.



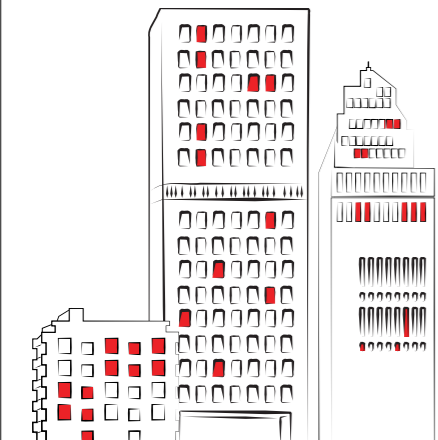
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Sales technique is to pick out your three best selling points.

CV's will be scanned, especially at graduate level.

Your selling points should be clearly identifiable and elaborated on.

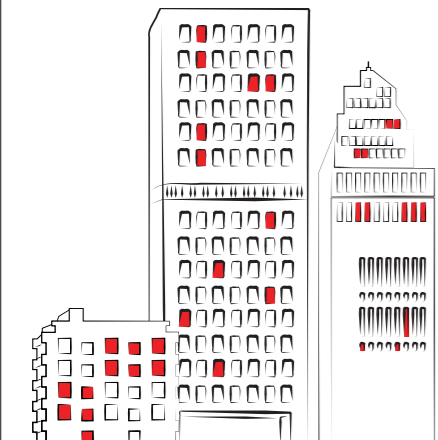


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A CV should contain

- Personal details – Name, Contact details, Professional Social Media presence
- A personal profile
- Career history – recent job first
- Education/Qualifications
- References

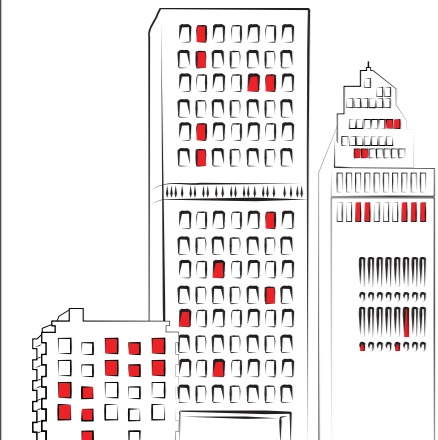


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Personal Profile

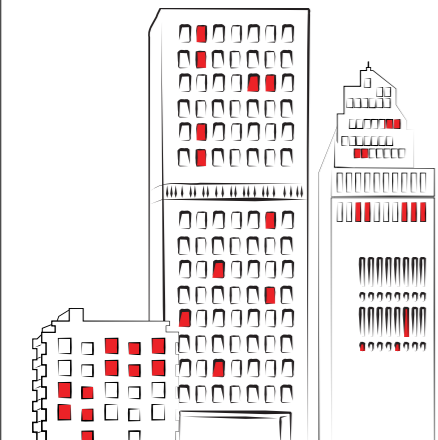
- Often a very good selling opportunity wasted
- Tailored toward the job you are applying for
- Give an impression
- Be positive



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- Explain any big decisions you have made in your career, DO NOT justify.
- The same applies to any time gaps in your CV

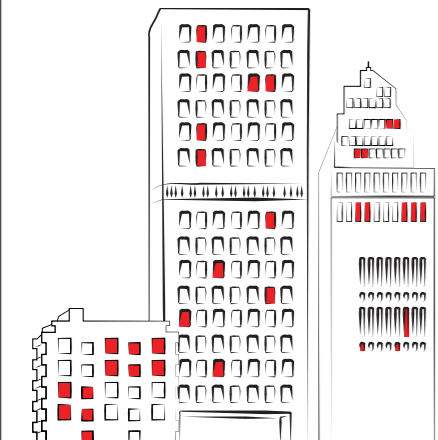


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Layout & Presentation

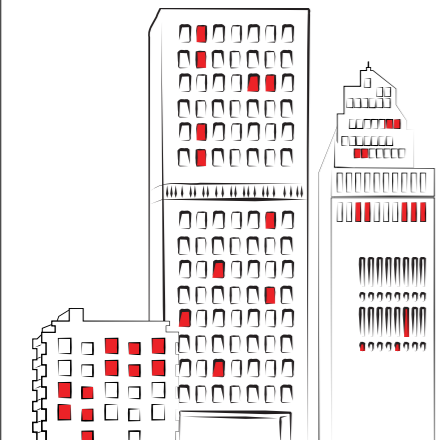
- Be Concise – appetiser, not the main course
- Be positive, without over promising
- Sweet spot – upper middle of the first page



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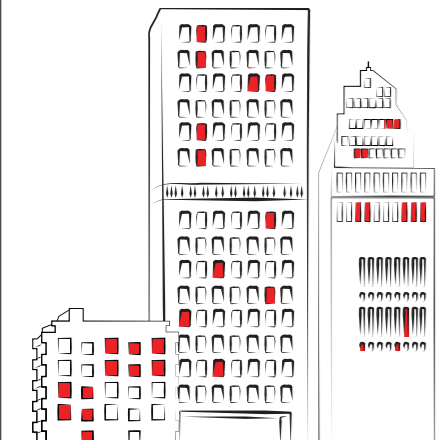
- Chronological order, this is a conventional approach and generally easy to prepare and read.
- Appropriate for traditional students



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- Mature graduates - 'skills based' CV.
- Highly focussed, highlight your relevant skills and achievements.
- Chronological details of your education and work history are subordinate.



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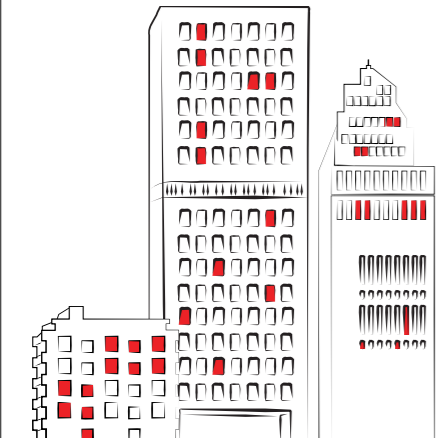

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Applications

- Targeted – specific vacancy
- Speculative

Law firms will create positions, think about your selling points.

- Cover letter

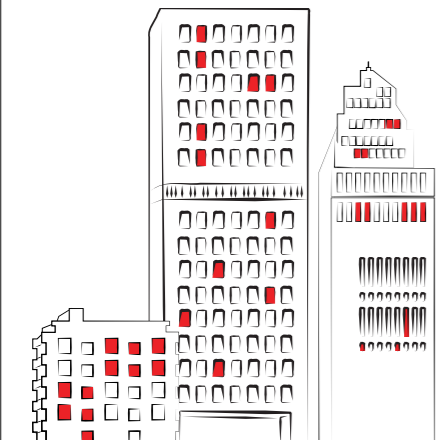


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Cover letter

- Always have one!
- Body of an email
- Platform to sell your unique skills and explain why you are contacting the recruiter
- Short concise paragraphs
- Understand what your employers look for

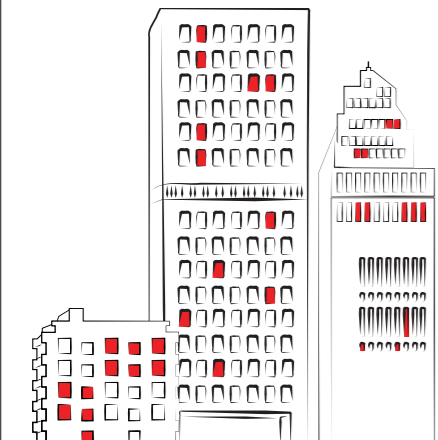


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Finally Font

- Times New Roman – safe bet, used by law firms
- Georgia, Arial, Verdana or Geneva



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